Action Items

WA-Trans Steering Committee Action Items List			
What	Who	When	Status
Remove core data sets 12 – 14 from the Front End for data users	Art	ASAP	Assigned
Add discussion of core data for the front end to agenda in April	Tami	April 18	Assigned
Set up presentation for CRAB	Tami	Late spring?	Assigned
Add Ramp standards as defined in the document Pat and Tareq submitted to the WA-Trans standards	Mark Hotz	ASAP	Assigned
Add business rules to WA-Trans standards regarding developing English descriptions for ramps under "back-end WA-Trans processing"	Mark Hotz	ASAP	Assigned
Put Classification crosswalk and "proposed roads" on the agenda	Tami	April 18	Assigned
Send Michelle examples of MOU	Tareq	ASAP	Assigned
Change draft agreement point and data sharing proposals based on feedback	Michelle	ASAP	Assigned
Create agreement points and document and share process and experience	Jason	ASAP	Complete!!
Make changes to Policies and processes regarding update cycles, access to earlier versions and notification of updates	Dave C.	ASAP	Assigned
Develop draft policy and processes regarding strategies for resolving more than one source of data and contacts through which data is authorized.	Dave R.	ASAP	Assigned
Try to organize next meeting at Microsoft in Redmond	Tami	ASAP	In Progress
Provide Ian with specific feedback on WAGIC Standards	*Tami*	*ASAP*	*Assigned*
Work with WAGIC to get the standards published on the Internet in better shape.	*Ian*	*After receiving feedback*	*Assigned*
Work with data modeling group to identify	*Mark,*	*ASAP*	*Assigned*

Note*: **Italicized items are prior to current meeting but are still outstanding unless otherwise stated. Colored items are critical to other things being completed and should be looked at as high priority.***

Meeting Date: 12/16/2004

Action Items

WA-Trans Steering Committee Action Items List			
What	Who	When	Status
a structure for business rules documentation and maintenance	*Michelle, Brian Jones*		
Develop draft process for dealing with scale and accuracy	*Jerry*	*November 29, 2004*	*Assigned*
Develop draft process for inventory of gaps in data (including attribution) for prioritization of data acquisition	*Jerry*	*January 17, 2005*	*Assigned*
Develop draft process for providing feedback to data providers and correction of data	*Chuck*	*January 17, 2005*	*Assigned*
Develop draft process for reconciling segment schemes	*Chuck*	*January 17, 2005*	*Assigned*
Develop draft strategies for dealing with jurisdictions with no data.	*Dave R., Wendy*	*November 29, 2004*	*Assigned*
Check with WSDOT Pedestrian and bike people about data	*Tami*	*August 23*	*Assigned*
Check into WA Bicycle Alliance with non-motorized staff person at PSRC	*Jerry*	*August 27*	*Assigned*
Write letters supporting WA-Trans and funding of WA-Trans on letterhead of their organizations ==(Looking for letters regarding emergency management from emergency operations specifically right now.)==	*All SC Members*	*ASAP!!! – February 6 would be best!*	*PSRC, Community Transit, WUTC, Pierce County are complete*

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Meeting Date: 12/16/2004

Action Items

WA-Trans Steering Committee Tabled Action Items			
What	Who	When	Status
Update time tracking spreadsheet with salary/benefit information.	*All SC Members*	*November 1, 2004*	*In progress*
Meet with the WSDOT assistant Attorney General to discuss this issue and get guidance on what our options are.	*Tami*	*When completed with Tier 2 description and issues*	*Assigned*
Provide results from CRAB survey to WA-Trans.	*Dan*	*When completed*	*Assigned*
Work with Sound Transit to test pilot results in their core area.	*Tami, Jerry*	*ASAP*	*Assigned*

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